

**DELAWARE PUBLIC PURCHASING ASSOCIATION, INC.**  
**SECOND QUARTER MEETING**

**Minutes of Tuesday, May 19, 2009**

The Second Quarter meeting of the Delaware Public Purchasing Association (DPPA), Inc. for 2009, was held at **The Lone Star Restaurant**, New Castle, DE.

There were thirteen (13) members in attendance: Peter Gregg and Andy Anderson, City of Dover; Kim Cuffee, DSP; Ruth Kowalski, Dot Pecqueur, Andria Smith, New Castle County; Janet Schukoske, ERP; Sussanne Jara, DSP; Lisa Tusick The Town of Bethany Beach, Tom D'Allessandro Christiana Fire Co, Tina Austin; City of Wilmington; Charlie Boyer, Town of Smyrna; and Mike Sabol, Retired.

1. Opening of the Meeting - Peter

Peter Gregg, President, called the meeting to order at 10:05 a.m. **He thanked Delaware New Castle County for hosting the meeting.**

Pete had everyone introduce themselves since some of the members present had not met the new members.

2. Reading of the Minutes – Janet

Janet stated that the minutes were not posted to the website until the day of the meeting, so the membership had not had a chance to read the minutes before the meeting. Based on this Peter allowed for a few minutes so that all present could read the minutes.

After all present was finished reading the First Quarter Minutes, Peter asked for a motion to accept the minutes as written.

A motion was made by Andria, seconded by Ruth, to waive the official reading of the first quarter minutes and to pass the minutes as written. It passed unanimously. Please read them on-line.

3. Treasurer's Report – Sussanne

- a. The treasurer's report was read by Sussanne (copy attached).

Previous Balance:	\$12,442.19
Income	\$ 525.00
Expenses	<u>\$ 463.80</u>
	\$12,503.39

A motion was made by Kim, seconded by Dot, to accept the Treasurer's Report as written. The report was passed unanimously.

4. Committee Reports-

- a. Finance Committee – Paul – No report

- b. Program Committee – Janet

Janet reported that the afternoon program would be the discussion of the 2011 Region II Conference hosted by DPPA

Peter stated that he would ask a Rep. from Gov. Deals to speak at our next meeting in Sept. There was a short discussion of the benefits of Gov. Deals.

c. Chapter Liaison – Pete

- The Region II Conference next year will be hosted by Pennsylvania. Janet said that she thought the location had changed and will send out an email with the new location and dates.
- The NIGP Forum will be held in St. Louis Aug 22 -26, 2009.

d. Awards and Scholarship Committee – Ruth

Janet stated that she had proposed changes to the Awards and Scholarship Policy and Procedures. She stated that after reading the Policy she realized why DPPA had only given out one Scholarship in the nine years of the program.

Peter agreed that there needed to be some revisions to the current policy to allow it to be more user friendly. Ruth said that she will take the matter of the proposed changes up with her committee and they will see what they would like to do to update the Policies. The committee will be Ruth, Susanne, Andy and Mike S.

Peter ask Janet to present to the group her request for a **one time exception** from the standard Policy and Procedures in order to attend the 2009 NIGP Forum in St Louis.

Janet stated her request for the DPPA to fund part of her trip. She plans on volunteering, using frequent flier miles and funding a portion of the trip herself. Janet will use vacation time to attend the Forum. Janet opened the discussion up for questions and comments.

Charlie stated that if anyone was willing to attend a conference and use their own vacation time to do so, she should definitely get to financial support from the chapter.

Andy also voiced his support for Janet to attend the Forum with DPPA money.

Janet's presentation and spreadsheet is attached.

Peter proposed that the members present vote by secret ballot on the spending of \$ 973.65 of DPPA's money to attend the 2009 NIGP Forum. The proposal passed with a 7 to 4 vote.

e. Membership Committee –Susanne/Pete

- Efforts taken by Pete to get the word out. Pete stated he emailed town managers or purchasers.

f. Professional Development (ProD) [formerly the Education Committee] – Andrea

Andrea reiterated that we will not be putting on a class this year because of all agencies budget restraints.

g. Public Relations – Cliff

No report

h. Strategic Planning – Pete

No report.

i. Historian – Kim

No report

5. Unfinished Business/Old Business – All

none

6. New Business – All

- Pete discussed the upcoming elections. He asked that a Nominating Committee be formed. Tom has agreed to chair the committee. The members will be Sussanne and Pete. Sussanne is the only position that can not be reelected, since she has served two consecutive terms. Pete, Ruth, Janet and Hollylynn will run for election of the positions they currently are serving.
- Drawing for free attendance to the Region II conference winner was Janet Schukoske from the State of Delaware ERP Project! Congratulations Janet!!
- Next meeting will be held in September 16, 2009 at 10:00am. It will be hosted by City of Dover.

2009 Meeting Hosts

Sept. - City of Dover

Nov. - City of Wilmington (Holiday Party)

7. LUNCH

8. Presentations-Janet

Janet opened the discussion of the 2011 Region II Conference by asking for volunteers to chair the Conference as well as Chair key committees. The Chairs are as follows:

Co-Conference Chairs:	Lisa Tusick and Janet Schukoske
Vendor Committee Chairs:	Andy and Tom
Registration Committee Chairs:	Kim and Sussanne
Diddy Bag Chairs:	Tina and Cliff
Door Prizes Chair:	Hollylynn
Speakers Chars:	Janet, Mike and Sandy David
Hotel Chairs:	Ruth and Andria
Programs Committee Chairs:	Paul and Kim

Location: New Castle County

Dates: October 26, 27, 28 or 19, 20, 21 2011

9. Adjourn – Pete 1:05pm

**Pete, again, thanked New Castle County for hosting the meeting!**

Pete adjourned the meeting at

Respectfully submitted,

Janet Schukoske, CPPB  
DPPA Second Vice President